



Carterton Town Council Annual Report 2016/17

Review of the year by Town Mayor, Cllr Mrs Lynn Little



Opening of the Carterton Family Centre

Another very important issue has been the withdrawal of the Bus 64 service to Swindon - its loss has affected so many of you. I have personally taken up this project to find a solution and have taken advice from West Oxfordshire MP, Robert Courts. There will be another public meeting in June to agree a way forward. We are also very concerned about the loss of HSBC Bank and the proposed closure of Lloyds Branch and I do hope you were able to sign the petition to keep the Lloyds branch open.



Mayor's Cheque Recipients - April 2017

We continue to work closely with RAF Brize Norton and watch with interest their own expansion as a Super Base, which will have an impact on the way the town continues to grow. Finally I would like to give my thanks to numerous volunteers, to Morrisons and Asda for their donations to the Foodbank, and to our diligent County Councillors, Peter Handley and Neil Owen.

The Town AGM gives me the opportunity to reflect on the past 12 months. I would start by saying a heartfelt thank you to all the residents and children who have contacted me in support of the various projects I have been involved with during the year. We have seen many challenges, not least the proposed closure of the Children's Centre - a casualty of the funding cuts across Oxfordshire, but I am pleased to say that with the help of various organisations we were able to develop a new model, the Carterton Family Centre, that now operates from the town hall and other venues around the town and has grown in numbers from the outset. My thanks go to everyone involved.



Sophie Payne presenting her Town Hall photo

The Council is ongoing with the second phase of the Master Plan to regenerate the town centre and beyond. I am sure you will have seen the new columns and flower boxes, and the Skatepark project has started with completion ready for the summer. How we move forward with this regeneration will be dependent on the outcome of the Local Plan at the EIP hearing. What is very much needed is housing and infrastructure to help the growth of our wonderful town, a place where we are officially the fifth best town to buy an affordable home.

It has been a tremendous honour to have been your Mayor.

Cllr Mrs Lynn Little

Introduction

The Town Council looks after local services and works hard to improve the quality of life for people living in Carterton. It seeks to enhance the attractiveness of the town as a place to live, work, visit and invest.

The services and facilities provided by the Town Council include Allotments, the Cemetery at Black Bourton, Civic Ceremonies promoted by the Town Mayor, Annual Events, Grants to Voluntary Organisations, Recreation Grounds, Play Areas, the weekly Market, Planning Matters (as consultee), the Town Hall and War Memorial, and Willow Meadows. There is more about these responsibilities later in this Report.

About the Town



Planters at various points around the town centre add a flash of colour and make the most of Carterton's wide pavements.

During the year, gates have been installed at the four entrances to the town on both sides of the road to mark the town boundaries and to publicise the Thursday market.

Planting to the front of the gates gives a welcoming aspect to the town.



In addition to town centre planting, the roundabout on Monahan Way next to the Sports Pavilion has been cleared and planted to look more attractive to residents and visitors alike.

Schools

Carterton has a good number of primary schools and a high achieving secondary school. Details of the schools are given below:

Primary Schools:

St Joseph's Primary School, Lawton Avenue, Carterton, OX18 3JY

Carterton Primary School, Burford Road, Carterton Oxon OX18 3AD

Edith Moorhouse Primary School, Lawton Avenue, Carterton Oxon OX18 3HP

Gateway Primary School, Netheravon Close, Carterton, Oxon, OX18 3SF

St John the Evangelist CE Primary School, Bluebell Way, Shilton Park, Carterton, OX18 1JF

Secondary School:

Carterton Community College Upavon Way
Carterton Oxfordshire OX18 1BU



Carterton Community College

Post-16 provision at the Carterton Community College commenced September 2014 and courses on offer include 'A' Level English, Mathematics, Geography, History, Physics, Chemistry, Biology, Religious Studies, Philosophy and Psychology, and BTEC Level 3 Graphics, Engineering and Science, Art and Design, Creative Media and Sport.

Carterton Town Council

Carterton Town Council was established in 1985 when the Carterton and Black Bourton Parishes were split.

The Town Council Offices are at the Town Hall, 19 Alvescot Road, Carterton, Oxfordshire, OX18 3JL. Tel: 01993 842156. Contact details and further information is on the community website - www.carterton.net. The Town Hall is open to the public from 9.30am to 4.30pm, Monday to Friday.

There are a variety of booklets and leaflets on display in the Town Hall about local organisations and events, together with copies of the town map and the latest Town Guide. If you have any comments or queries, do call in and see if we can help. All contact details are on the website.

The Town Hall is shown on the right during the Thursday market on the Market Square.



The Council and its Committees



The Full Council oversees all the activities of the Council and approves all financial expenditure. The main areas of the Council's work are currently covered by four main committees:

The Administration Committee has delegated authority to deal with the following matters to conclusion:

- All financial matters except the setting of the Precept or borrowing of money.
- Staffing and establishment
- Matters referred by the Town Council or those not specific to another Committee
- To act as a Tender Sub-committee as and when necessary and to report the outcome of any tendering procedure to the relevant committee
- To consider incurring expenditure on behalf of the council which is of such extreme urgency that it must be done at once, up to a maximum of £10,000. Such expenditure must be reported to the Council at the first opportunity, and in considering such action the relevant Committee Chair(s) will be consulted.
- To review Human Resource policies and relating to current employment law as recommended by the Town Clerk.
- Any matters delegated by Full Council
- Any matters emanating from Grievance and Disciplinary procedures contained in the Contract of Service applicable to all members of staff employed by the town council
- To discuss with the Town Clerk issues relating to staffing levels and re-grading, pay levels and staffing structures and make recommendations to the Full Council as required

The Committee also oversees the following reserved matters:

- Budget estimates, to be prepared no later than November of each year.
- All matters of policy
- Internal audit reports
- Draft budget to be reported to Full Council
- Monitor income and expenditure within the budget Estimates approved by the Town Council, and make necessary recommendations
- Any other matter referred to the Committee by the Town Council
- To review annually the Council's:
 - Financial Regulations
 - Risk Assessment
 - Standing Orders
 - Code of Conduct

The Amenities & Economic Regeneration Committee is responsible for administration, maintenance and use of:

- All public open spaces
- Children's play areas
- Cemetery
- Town Hall

- Street Scene Furniture
- Setting of fees, terms and conditions of use and provision of equipment for areas under the Town Council's control.
- Liaison with community organisations which have an interest in recreational facilities in the town.
- Equipment within the committee's areas of responsibility not under the control of any other Committee.

In addition, to consider and make recommendations to the Town Council on the following matters:

- All major development proposals affecting the environment of the town centre and the town as a whole
- Footpaths, bridleways and rights of way
- Delivery of the Carterton Masterplan
- Provision of additional recreational facilities deemed necessary or desirable
- Provision of land for Cemetery use
- Improvements to services within the Committee's sphere of responsibilities
- Provision of Children's Play equipment sites

The Planning Committee is responsible for:

- Consideration of all planning applications sent for consultation by West Oxfordshire District Council.
- Commenting on behalf of the Town Council on planning applications having due regard to the Town Council's policies.
- Dealing with requests for street naming.
- Dealing with consultation on requests for street trading licenses.
- Dealing with any matters pertaining to the Licensing Act 2003.

Full details including dates and times of meetings can be found on the community website and on the noticeboard outside the Town Hall.

Town Councillors

Carterton's sixteen Town Councillors represent the five wards in the town. They are elected every four years, the most recent occasion being May 2015.

Councillors serving during 2016/17 are listed below. An illustration of the five town wards is available on the website.



Cllr M Brennan
Gateway Ward



Cllr R Brooks
Upavon Ward



Cllr Mrs D Bulley
Shillbrook Ward



Cllr Ms S Coul
Shillbrook Ward



Cllr R Crapper
Milestone Ward



Cllr Mrs C Delaney
Gateway Ward



Cllr J Hayes
Rock Farm Ward



Cllr N Leverton
Milestone Ward



Cllr Mrs L Little
Shillbrook Ward



Cllr M McBride
Upavon Ward



Cllr Mrs M Mead
Upavon Ward



Cllr D Melvin
Rock Farm Ward



Cllr Mrs N Miah
Upavon Ward



Cllr P Scott
Milestone Ward



Cllr Mrs S Scott-Stovold
Rock Farm Ward



Cllr Mrs C Wilson
Upavon Ward

CHAIRMEN

The Mayor, Deputy Mayor and Chairmen of the various Council Committees are elected annually in May. During 2016/2017 the following Councillors held office:

Town Mayor

Councillor Mrs L Little

Deputy Town Mayor

Councillor N Leverton

Chairman Administration Committee

Councillor P Scott

Chairman Amenities and Economic Regeneration Committee

Councillor M Brennan

Chairman Planning Committee

Councillor R Crapper

Town Councillors do not receive any payment or allowance for attending meetings or for carrying out any Council business.

Council Responsibilities

The Town Council maintains two recreation grounds, one at Alvescot Road and the other at Swinbrook Road, as well as six children's play parks, squash courts, the Allandale Youth Centre, 23 acres of water meadows for public access at Willow Meadows, The Dell Skatepark with a BMX track, the Queen Mother's Garden and numerous open spaces throughout the town.



Marigold Square, Shilton Park

Regular features of the market include Fruit and Vegetables, Cards and Gift-wrap, Hot Food, Fish, Plants and Flowers, Bread and Cakes

The Town Council has agreed a rent-free period with the market traders in an effort to increase the number of stalls and improve the vibrancy of the market.

The Council provides allotments in Kilkenny Lane and a burial ground in the village of Black Bourton. The Council strives to improve and enhance the general environment and condition of the town.

The Council runs the weekly Carterton Market on the new Market Square next to the Town Hall. The Council continues to strive to improve the number and variety of stalls and the overall look of the market.



Thursday Market

Carterton Master Plan

Carterton Town Council commissioned the Carterton Master Plan to identify the potential of the town for growth and the issues that will need to be addressed to deliver a sustainable, economic, viable and attractive town. The intention was that the Master Plan could be fed into the West Oxfordshire Local Plan and our aspiration for the regeneration of the Town Centre has now been adopted into the Local Plan. At the moment, Carterton is vulnerable to speculative planning applications, but a Master Plan will give added weight to Town Council decisions.

The Master Plan and the Full report are on public display at the Town Hall and an email copy can be made available on request.

Planning

The Town Council is a statutory consultee on all planning applications. As such it is responsible for commenting upon all the applications which fall within the Town. These comments are passed to West Oxfordshire District Council, who takes them into account when reaching planning decisions. The Town Council has considered 107 applications during the year.

Promoting Carterton

Carterton is a town with a great sense of community and is fortunate to have many residents who give willingly of their time and energy. The Council is now looking at better ways to promote the town to the outside world. The Town Council website is constantly updated and local businesses and organisations are invited to send in their details for inclusion on the site.



The Town Council has taken on responsibility for the production and delivery of the Carterton Crier, a full-colour glossy magazine delivered to every household in the town four times a year. The magazine is also available to view on the Town Council website.



The Civic Function



St George's Day Dinner with MP Robert Courts

The Council continues to play an important Civic role. The Mayor represents the Town at various functions throughout the County and has also undertaken a number of local engagements, including attending many events organised by clubs and organisations based within Carterton.

The Annual St George's Day Dinner is held in April each year and all proceeds go to the Mayor's charities.

Grants and donations are awarded by the Town Council, at its Full Council Meetings, to community groups and other non-profit making organisations that meet the Town Council's strict guidelines and criteria. Any grant approved by the Council must benefit the local community.

During 2016/17 the Town Council awarded the following grants totalling £10,869:-

Name of Organisation	Date Agreed	Purpose of Grant	Amount
Clean Slate	May 16	Charity dealing with male and female victims of abuse. Grant approved in instalments	£250
Carterton Children's Centre	Jun-16	Funding for coach trip	£130
Carterton Bowls Club	Jul-16	Refurbishment	£1,000
Get Stuck In	Jul-16	Holiday Activity for local children	£1,000
OXPIP	Sep-16	Funding for non-military families - £2,000 approved payable in instalments	£260
Carterton Lanterns Project	Oct-16	Providing free and low-cost lantern making workshops for the Christmas lights switch-on	£750
Fake Festival	Oct 16	Musical Event to raise money for Community College	£2,800
Carterton WI	Oct-16	To purchase flame retardant material for new curtains	£500
Citizens Advice West Oxfordshire	Nov-16	Running Costs	£1,000
Carterton Community Group	Dec-16	Christmas Day lunch for people alone	£200
Life Education Centres	Jan-17	Life Education courses in primary schools	£1,000
Oxfordshire Play Association	Jan-17	Play day for local children	£1,000
Volunteer Link Up	Jan-17	£750 subject to further details	£750
Witney Media	Feb-17	Record deck for vinyl records	£229

Council Staff 2016/17

Clerk of the Council	Ron Spurs
Assistant Town Clerk	Tan Marchant
Administration Officers	Stella Catt
	Teresa Whitford
	Scott Edwards
Cleaner/Caretaker	Denise Archer
Town Warden	Alex Fleming

May 2017